



Wrap Around Care Policy

Date of Review by Governing Body: January 2024
Next Review Date: January 2025

Introduction

At Alverstoke Infant School we are very proud to be able to offer a “Wrap Around Care” facility to our pupils and parents. We call this “Treehouse”. The Wrap Around Care service is available to all pupils that are registered at our school. All children are under full adult supervision at all times, with a guideline ratio of 1 adult to 10 children.

Aims

- To provide a welcoming, safe, secure environment for pupils between 7.30am to 8.40am and after the school day ends up until 5.45pm.
- To provide an affordable service to parents/carers.
- To enable pupils to eat breakfast before the start of the school day / have an after school snack in a pleasant, relaxed environment.
- To provide a calm play environment for pupils.
- To encourage physical activities to promote healthy living.

The Treehouse is self-sufficient. The attendance fees are designed to cover all costs. This includes:

- Staffing
- Food
- Equipment
- Day-to-day running costs.

It may be necessary to change fees from time to time however; parents/carers will be informed as to the reasons why such an increase is needed, in a timely manner.

Staffing

All staff that work in Treehouse are employed following our school recruitment process. All members of staff hold current DBS checks and have had up to date safeguarding training. There is always a member of staff on duty who is first aid trained.

Non-payment of fees

Payment is usually made at the time of booking. However, when payment is not taken at this time, the limit on outstanding fees due is £150 per child. When debt is accrued, we reserve the right to refuse further bookings until payment is made and outstanding fees are cleared.

Organisation

Treehouse - Breakfast Club

During term time we offer an early morning breakfast club from 7:30am - 8:40am.

Children are dropped into breakfast club by their parent/carer and signed in by a member of staff.

Children are escorted to their classrooms at 8:40. Children are welcome to have a breakfast whilst at the club. There is free play, organised activities and the opportunity to complete homework.

Breakfast includes a choice of toast, cereals and fruit and we encourage children to drink water or milk with their breakfast.

Treehouse - After School Club

During term time we offer after school club from the end of the school day until 5.45pm. When school finishes at 3.10pm children are collected and registered by a member of the Treehouse team from their classrooms.

Parents need to ensure that they make the child's class teacher aware of Treehouse attendance to ensure the smooth transition for all children.

If you think you are going to be later than 3:15pm to collect your child from school please notify the school office on 02392 582403. Any child who is not picked up by 3.20pm will be placed in the Treehouse (if there is availability) and a charge for attendance will be made.

Times, pricing and booking

Breakfast Club	07.30-08.30	£7
After School Early	15.10-16.15	£7
After School Late	15.10-17.45	£12
After School Club	16.00-17.45	£8

Booking

Children should be booked into Treehouse in advance via the online Scopay system. This will ensure staff to children ratios are correct and sufficient food can be provided. Parents can book, amend and cancel places 24 hours before the session.

The booking system works on a pre-payment basis. Therefore when you book sessions you will pay for them at the point of booking (this differs for Childcare Vouchers – see below) and if you cancel a session with 24 hours' notice your account will automatically credit.

We accept Childcare Vouchers for payment for Treehouse sessions. If you wish to pay via Childcare Vouchers your Scopay account will need setting up for this to be possible. Please speak to the school office for this to happen. Once you have paid via childcare vouchers the Finance Team will apply the credits to your account at around the second week of the following month (in arrears as the credit information is obtained from the Bank Statement). Debts/non-payment of Treehouse session via this method will result in the loss of your child's place.

Sessions that are not cancelled with 24 hours' notice will still be charged.

Understandably, there may be times where Treehouse attendance needs to be used for emergency childcare and a booking hasn't been made. The school will do our best to care for your child in this instance, subject to appropriate staffing levels being available. If you need emergency care please contact the school office as soon as possible.

Collection

Parents/Carers should collect their children from Treehouse or name an alternative person to collect their child, this person being aged 16 years or over. If there is any change to this arrangement the Treehouse staff must be notified beforehand.

In the event that a child is not collected by 5.45pm and no call has been made by the parents to inform they are going to be late, the procedure below will be followed.

The staff member on duty will endeavour to contact all persons listed on the school system as emergency contacts. If none of these persons on all of the numbers given to us can be contacted, we will then contact the police (after 30 minutes of the after school club closing, 6:15pm) to find out if there have been any accidents involving any of these people. The situation will be explained and advice will be sought. There is a £1 a minute charge for any children collected after 6:00pm.

Fire procedures

All children will be escorted to the playground, following the same procedure and expectations that are followed during the standard teaching day. Children will then be registered and remain on the playground until further instructions are given.

Health and Hygiene

It is the responsibility of the Treehouse staff to clean work surfaces at the end of each club session. They also sweep any obvious debris from the floor and mop any spillages up as they occur. The school complies with the requirements of the Food Standards Agency. Allergen information is available upon request.

Outdoor Area

Children have access to outdoor space during Treehouse sessions. If children are outside, there is a staff member supervising them. If some children are inside and some are outside the door will be kept open with the supervising adults being aware of the whereabouts of the children.

Equipment

Where children can safely tidy up they are encouraged to do so. All toys and equipment are continuously checked for wear and tear and any equipment damaged during play is removed immediately. Children are taught to care and respect the equipment and their surroundings and encouraged to play constructively.

Behaviour

Wrap Around Care follow the same behaviour policy as the school and children are expected to behave in accordance with that policy. Children with an IBMP (Individual Behaviour Management Plan) will be supported to follow this during their time at Cabin Crew. A child may be banned temporarily or permanently from the facility if their behaviour is a continuing issue.

First aid

There is a qualified First Aider available at all times. Any incident will be recorded in the school's accident book, located in the school office.

Illness

If you suspect that your child may be unwell please ensure that you inform a member of Treehouse, who will ensure this message is passed on to other school staff at the start of the school day. Should they become unwell during a session it may be necessary for you to collect them before the end of the session.

Related policies

Treehouse follow the policies of Alverstoke Infant School. Please refer to the following policies:

- Medicines Policy
- Behaviour Policy
- Safeguarding Policy
- Anti-Bullying
- First Aid
- Fire Drill
- Racial/Anti Discrimination
- Charging and Remissions

Treehouse is also covered by the school's risk assessments.